



**TOWN OF WILTON  
PLANNING BOARD MEETING  
DRAFT MINUTES**

**DATE:** August 3, 2016  
**TIME:** 7:30 PM  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Wilton Planning Board Members: Chairperson Jeff Kandt, Vice-Chairperson Sara Spittel, Tracey Ewing, Neil Faiman, Alec MacMartin, Jill Longval, Sorrell Downing. Attendees: Neel Family

**Public Hearing**

Chairperson Kandt opened the public Hearing at 7:35 PM.

***PB-SP01-0716 - Neel***

***An application by Jason Neel to change the use of 17 Main Street, Lot J-60 from an office to a church. The proposed hours of operation would be Sunday 8 AM to 12 PM, Sunday 5 PM to 8 PM and Wednesdays 6 PM to 8 PM. There is on street parking. The proposed use will be modified for handicapped accessibility according to the fire chief's recommendations.***

Mr. Neel presented the plan to change the use of 17 Main Street from an attorney's office into a church.

Mr. MacMartin asked if Mr. Neel could situate his drawing onto a larger map showing the road and the adjacent buildings. A plan from 1986 was found and copied which shows the necessary markings and Mr. Neel will update his drawing.

- Mark the exterior lamp as "downcast"
- Add J-60 to plan
- Dimensions of the lot to be added

Mr. Neel will meet with the Fire Chief and if necessary, the Selectmen to obtain a letter from the Fire Chief stating this plan meets fire safety requirements.

Mr. Neel will meet with the Building Inspector for a sign application as well as occupancy permit.

The Selectmen and the Tax Assessor will be notified there is an error on the 1986 plan showing frontage of J-60 as 80' vs 30'.

*A MOTION was made by Mr. MacMartin and SECONDED by Ms. Spittel to continue PB-SP01-0716 – Neel to August 17, 2016.*

*Voting: 4 ayes. Motion carried.*

**Other Business: Conceptual Consultation vs Design Review per RSA 676:4 II**

Mr. Kandt brought up the point that many things discussed at Planning Board meetings, which are not “Conceptual Discussions” - they are more “Design Reviews.” The Planning Board does not have a mechanism for design review; notify abutters and collect fees. Also, who determines if the applicant even needs a site plan review? Is this in the jurisdiction of the planning board?

No conclusion was made and this needs to be discussed further with a possible involvement of the Selectmen.

**Minutes 6-15-16**

Format and typo edits were submitted to Ms. Downing.

*A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to approve the Minutes from 6-15-16 as amended.*

*Voting: 4 ayes. Motion carried.*

**Minutes 7-6-16**

Format and typo edits were submitted to Ms. Downing.

*A MOTION was made by Ms. Spittel and SECONDED by Mr. Faiman to approve the Minutes from 7-6-16 as amended.*

*Voting: 4 ayes. Motion carried.*

**Minutes 7-20-16**

Format and typo edits were submitted to Ms. Downing.

*A MOTION was made by Ms. Spittel and SECONDED by Mr. MacMartin to approve the Minutes from 7-20-16 as amended.*

*Voting: 4 ayes. Motion carried.*

**Master Plan – Town Facilities Chapter**

This was moved to the September 7, 2016 meeting so Mr. Williams could have input into the documentation of the Wilton Water Works.

**CIP Review/Membership**

Ms. Ewing attended a CIP meeting. The Planning Board needs to continue this process but a system needs to be set up to take it over. Ms. Tuomala had been doing all of the work on behalf of the Planning Board for many years. Mr. Williams is up to speed with the CIP and will update the board on his return about the process. The data collection should begin this fall.

The membership of this committee has been Ms. Tuomala and Mr. Williams.

**Planning Board Membership**

Members are to consider asking friends and neighbors to consider serving on the Planning Board.

Ms. Longval stated NRPC will be hiring a new Circuit rider who will shadow with her for the next meeting.

Ms. Downing asked the Board to begin looking for a secretary replacement as her schedule is overloaded currently. She will serve out the remainder of the year if necessary and will train a new secretary if necessary too.

**Fire Pond Hill Top**

Mr. Shepherdson is aware of the problem and will discuss with Selectmen.

**Town Hall Printer**

Ms. Downing to find out when the Town Hall printer is due to be updated. She is unable to print at the Town Hall.

**Rules of Procedure**

The PDF will be circulated to be approved at the September Work Session. This does not need notification for approval. This is an internal document.

*A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to adjourn the meeting.*

*Voting: 4 ayes. Motion carried.*

Chairperson Kandt declared the meeting adjourned at 9:50 PM.

Respectfully Submitted,  
Sorrell Downing  
Secretary